



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Contract Administrator 3, Fiscal and Grants Management, Family Health Services [Classified Competitive]			Salary R29/\$74,251.79 - \$105,891.38
Posting Number 46-15	Position Number 930999	Number of Positions 1	Posting Period * From: 4/2/15 To: 4/16/15
Location: 50 E. State Street, 6th Floor, Trenton, New Jersey			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>Under direction of a supervisory official, oversees, reviews, and administers various state contracts and/or grants, and provides the technical expertise required for contract and/or grant preparation, fiscal administration, procurement, allocation, and/or monitoring. Health service grant applications are processed through the System for Administration of Grants Electronically (SAGE). Review expenditure reports through SAGE to determine the allowability of cost through interpretation of department regulations, federal and state guidelines in an efficient and accurate manner. Ensure that reports are submitted accurately, timely and in accordance with the grant budget and regulations. Assure payment of approved expenditures in an expedient manner. Responsible for an internal financial review for grant agreements to project expenditures through the end of grant period for variance and assist program managers with budgetary amendments as needed. Provide technical assistance to granting agencies, State and Local government agencies and other institutions. Establish required expense budget on NJCFS for federal grants and assure proper funds are set up in the operating accounts for use by the program. Monitor federal, state and private funding sources. Participate in the resolution of audit findings. Prepare audit responses and assist in resolving questioned costs and issues with the grantees. Participate in annual audits of the Program by the federal government and by other state audits as requested. Maintain records and files of assigned federal grants which contain the total federal funds to the Department and the State matching share. Supervise staff and is responsible for employee performance evaluations.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. EXPERIENCE: Four (4) years of experience involving contract/grant work, project financing, construction management, financial administration, social services administration, and/or budget and management operations of a government or business entity, at least two (2) years of which shall have involved responsibility for some aspect of contract/grant work administration. NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis. NOTE: A Master's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Health, Public or Hospital Administration or Social Work (with concentrations in Health, Administration, or Social Policy) may be substituted for one (1) year of the basic experience. (There is no substitution for the two (2) years of experience involving responsibility for some aspect of contract/grant work). LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
FILING INSTRUCTIONS			
Forward your cover letter, resume and application for employment** to: Andrea Mahon, Executive Assistant 2 Family Health Services Reference Posting #46-15 New Jersey Department of Health PO Box 364 Trenton, NJ 08625-0364		You can reply to this posting by emailing your cover letter, resume and application for employment to: PSTFHS@doh.state.nj.us * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: www.nj.gov/health/forms/dpf-663.pdf	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**